

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
HONOLULU, HAWAII

Legal Ad Date: July 30, 2004

**REQUEST FOR PROPOSALS
NO. PSD 05-CPS/PB-1**

**FAMILY THERAPY
AND COUNSELING,
PROJECT BRIDGE ON OAHU**

July 30, 2004

**REQUEST FOR PROPOSALS
FAMILY THERAPY AND COUNSELING,
PROJECT BRIDGE ON OAHU
RFP No. PSD 05-CPS/PB-1**

The Department of Public Safety, Corrections Program Services, is requesting proposals from qualified applicants to provide Family Therapy and Counseling for Male and Female Offenders for the Project Bridge Substance Abuse Treatment Programs. The Laumaka Bridge Program is a 32-bed facility for male offenders at the Laumaka Work Furlough Center, Oahu Community Correctional Center. The Olomana Bridge Program is a 15-bed facility at the Olomana Housing Unit, Women's Community Correctional Center. A single contract will be awarded under this request for proposals.

The Bridge Program provides transitional opportunities from institutional living to community work and re-socialization furloughs. Specialized services are needed to address the identified problem areas of the offenders as they transition back into the community.

Proposals must be postmarked by US mail before midnight on August 30, 2004 or hand delivered by 4:30 p.m., Hawaii Standard Time (HST) at the drop off site that is designated on the following page.

Proposals postmarked after midnight on August 30, 2004 or hand delivered after 4:30 p.m. HST on August 30, 2004 will not be considered and will be returned to the applicant. There are no exceptions to this requirement.

The Corrections Program Services will conduct an orientation on August 16, 2004 from 10:00 a.m. to 11:00 a.m., HST, at 919 Ala Moana Blvd, Room 404, Honolulu, Hawaii 96814. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m. HST on August 18, 2004. All written questions will receive a written response from the State on or about August 23, 2004.

Inquiries regarding this RFP should be directed to the RFP Contact Person, Ms. Terri Ohta at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, or may be made by telephone to (808) 587-1236.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

ONE ORIGINAL AND THREE (3) COPIES OF THE PROPOSAL ARE REQUIRED.

**ALL MAIL-INS MUST BE POSTMARKED BY USPS BEFORE 12:00 MIDNIGHT,
August 30, 2004**

All Mail-ins and Drop Off Site

Department of Public Safety
Planning, Programming and Budget Office
919 Ala Moana Blvd., Room 413
Honolulu, Hawaii 96814

PSD RFP COORDINATOR

Terri Ohta
For further info. or inquiries
Phone: 587-1236
Fax: 587-1244

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITE UNTIL
4:30 P.M., August 30, 2004.**

**BE ADVISED: All mail-ins postmarked USPS after 12:00 midnight, August 30, 2004 will
not be accepted for review and will be returned.**

Hand deliveries will not be accepted after 4:30 p.m., August 30, 2004.

**Deliveries by private mail services such as FedEx shall be considered hand
deliveries and will not be accepted if received after 4:30 p.m.,**

August 30, 2004.

COMPETITIVE POS

TABLE OF CONTENTS

SECTION 1 - ADMINISTRATIVE OVERVIEW

I.	Authority	1-1
II.	RFP Organization.....	1-1
III.	Contracting Office	1-2
IV.	Procurement Timetable	1-2
V.	Orientation	1-2
VI.	Submission of Questions	1-3
VII.	Submission of Proposals	1-3
VIII.	Discussions w/Applicants Prior to, or After Proposal Submittal Deadline	1-4
IX.	Additional Materials and Documentation	1-4
X.	RFP Amendments	1-4
XI.	Final Revised Proposals	1-4
XII.	Cancellation of Request for Proposal	1-4
XIII.	Costs for Proposal Preparation.....	1-5
XIV.	Provider Participation in Planning	1-5
XV.	Rejection of Proposals	1-5
XVI.	Opening of Proposals.....	1-5
XVII.	Notice of Award.....	1-6
XVIII.	Protests.....	1-6
XIX.	Availability of Funds	1-7
XX.	Criteria by which the Performance of the Contract will be Monitored and Evaluated.....	1-7
XXI.	General and Special Conditions of Contract.....	1-7
XXII.	Cost Principles	1-7

SECTION 2 - SERVICE SPECIFICATIONS

I.	Introduction	
A.	Background	2-1
B.	Purpose or need.....	2-1
C.	Description of the goals of the service.....	2-1
D.	Description of the target population to be served	2-2
E.	Geographic coverage of service.....	2-2
F.	Probable funding amounts, source, and period of availability.....	2-2
II.	General Requirements	
A.	Specific qualifications or requirements, including but not limited to licensure or accreditation	2-2
B.	Secondary purchaser participation.....	2-3
C.	Multiple or alternate proposals	2-3

D.	Single or multiple contracts to be awarded	2-3
E.	Single or multi-term contracts to be awarded	2-4
F.	RFP contact person	2-4
III.	Scope of Work	
A.	Service Activities (Minimum and/or mandatory tasks and responsibilities)	2-4
B.	Management Requirements	2-5

SECTION 3 - POS PROPOSAL APPLICATION INSTRUCTIONS

	General Instructions	3-1
I.	Background and Summary	3-2
II.	Experience and Capability	
A.	Necessary Skills and Experience	3-2
B.	Quality Assurance and Evaluation	3-2
C.	Coordination of Services	3-2
D.	Facilities	3-3
III.	Personnel: Project Organization and Staffing	
A.	Proposed Staffing	3-3
B.	Staff Qualifications	3-4
C.	Supervision and Training	3-4
D.	Organization Chart	3-4
E.	Subcontractors	3-4
IV.	Service Delivery	3-5
V.	Financial	
A.	Pricing Structure	3-5
B.	Other Financial Related Materials	3-6
VI.	Other	
A.	Litigation	3-6

SECTION 4 - PROPOSAL EVALUATION

I.	Introduction	4-1
II.	Evaluation Process	
A.	Evaluation Categories and Threshold	4-1
III.	Evaluation Criteria	
A.	Phase 1 - Evaluation of Proposal Requirements	4-2
B.	Phase 2 - Evaluation of POS Proposal Application.	4-2
C.	Phase 3 - Recommendation for Award	4-3

SECTION 5 - ATTACHMENTS

- A Competitive POS Application Checklist
- B POS Proposal Application - Sample Table of Contents

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, POS Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Corrections Program Services
Department of Public Safety, State of Hawai'i
919 Ala Moana Blvd., Rm. 405
Honolulu, Hawaii 96814
Attention: Miles Murakami
Phone: (808) 587-1266 Fax: (808) 587-1280

IV. Procurement Timetable

Activity	Scheduled Date
Public notice announcing RFP	July 30, 2004
Distribution of RFP	July 30, 2004
RFP orientation session	August 16, 2004
Closing date for submission of written questions for written responses	August 18, 2004
State purchasing agency's response to applicants' written questions	August 23, 2004
Discussions with applicant prior to proposal submittal deadline (optional)	Not Applicable
Proposal submittal deadline	August 30, 2004
Discussions with applicant after proposal submittal deadline (optional)	September 1-3, 2004
Final revised proposals (optional)	September 8, 2004
Proposal evaluation period	Sept. 9-13, 2004
Provider selection and award	September 15, 2004
Notice of statement of findings and decisions (approx. date)	September 17, 2004
Contract start date	Date on Notice to Proceed (Tentatively October 1, 2004)

V. Orientation

An orientation for applicants in reference to the request for proposals will be held on August 16, 2004, from 10:00 a.m. to 11:00 a.m. at the Department of Public Safety, 919 Ala Moana Blvd, Room 404, Honolulu, Hawaii 96814. Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted and spontaneous answers provided at the orientation at the state purchasing agency's discretion. Verbal answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions) in order to generate a written state purchasing agency response.

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. The deadline for submission of written questions is 4:30 p.m. HST, on August 18, 2004. All written questions will receive a written response from the state purchasing agency. State purchasing agency responses to applicant written questions will be sent by August 23, 2004.

VII. Submission of Proposals

Proposals must contain all components. Please refer to the Competitive POS Application Checklist (Section 5, Attachment A) for information on: 1) where to obtain the forms/instructions; 2) additional program specific requirements; and 3) the order in which all components of the application should be assembled and submitted to the state purchasing agency. Proposals must contain the following components:

- (1) ***POS Proposal Application (Form SPO-H-200A), including Title Page (Form SPO-H-200) and Table of Contents*** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the POS Proposal Application Instructions, including a cost proposal/budget. (Refer to Section 3 of this RFP.)
- (2) ***Competitive POS Application Check List*** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; and the order in which all components should be assembled and submitted to the state purchasing agency.
- (3) ***Registration Form (SPO-H-100A)*** – If applicant is not pre-registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their pre-registration status, they may check the State Procurement Office website at:
<http://www.spo.hawaii.gov>
 Click on *Procurement of Health and Human Services*
 Click on *Provider Lists*
 Click on *The List of Registered Private Providers for Use with the Competitive Method of Procurement*
 or call the State Procurement Office at 587-4706.
- (4) ***Certifications*** - Federal and/or State certifications, as applicable.
- (5) ***Program Specific Requirements*** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the POS Proposal Application, as applicable.

Multiple or alternate proposals shall **not** be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are **not** accepted and an applicant

submits alternate proposals but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.

One original and three (3) copies of the proposal are required. Proposals must be postmarked or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal post-marked or received after the designated date and time shall be rejected.

Faxed proposals and/or submission of proposals on diskette/cd or transmission by e-mail is not allowed.

VIII. Discussions with Applicants Prior to, or After Proposal Submittal Deadline

Discussions may be conducted with applicants who submit proposals determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with the administrative rules.

IX. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

X. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XI. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time will be rejected. If a final revised proposal is not submitted, the previous submittal will be construed as their best and final offer/proposal. *Only the section(s) of the proposal that are amended shall be submitted by the applicant, along with the POS Proposal Application Title Page (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIII. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XIV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XV. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith (Section 3-141-201)
- (2) Rejection for inadequate accounting system (Section 3-141-202)
- (3) Late proposals (Section 3-143-603)
- (4) Inadequate response to request for proposals (Section 3-143-609)
- (5) Proposal not responsive (Section 3-143-610 (1))
- (6) Applicant not responsible (Section 3-143-610 (2))

XVI. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped and, when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XVII. Notice of Award

A Notice of Award containing a statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out this offer is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule order, or other directive.

No work is to be undertaken by the service provider prior to the contract commencement date. The State of Hawaii is not liable for any work, costs, expenses, loss of profits, or any damages whatsoever incurred by the service provider prior to the official starting date.

XVIII. Protests

Any applicant may file a protest (using a prescribed form provided by the administrator of the State Procurement Office available on the State Procurement Office Website whose address is on the Competitive POS Application Checklist located in the Attachments section of this RFP) against the awarding of the contract as long as an original and two copies of the protest is served upon the head of the state purchasing agency that conducted the protested procurement, and the procurement officer who handled the protested procurement, by United States mail, or by hand-delivery. A Notice of Protest regarding an award of contract and related matters that arise in connection with a procurement made under a competitive purchase of services shall be served within five working days of the postmark of the notice of findings and decision sent to the protester. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the POS Proposal Checklist in Section 5 of this RFP). Only the following matters may be protested:

- (1) a state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) a state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) a state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: John F. Peyton, Jr.	Name: Terri Ohta
Title: Director	Title: Acting Admin. Services Officer
Mailing Address: 919 Ala Moana Blvd., Room 400, Honolulu, Hawaii 96814	Mailing Address: 919 Ala Moana Blvd., Room 413, Honolulu, Hawaii 96814
Business Address: Same	Business Address: Same

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of State and/or Federal funds.

XX. Criteria by Which the Performance of the Contract Will be Monitored and Evaluated

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website (see the POS Proposal Application Checklist in Section 5 of this RFP for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO Website (see the POS Proposal Application Checklist in Section 5 of this RFP). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

I. Introduction

A. Background

Project Bridge is a 32-bed program at the Laumaka Work Furlough Center (LWFC) at Oahu Community Correctional Center (OCCC) that provides the services necessary for inmates who have completed treatment while incarcerated to make a successful transition from incarceration to parole. The program participants are graduates from the Waiawa Correctional Facility Kashbox Program, Waiawa Level II, and transfers from the Kulani Correctional Facility who have completed their substance abuse treatment programming. The Laumaka Bridge Program continues to use the abstinence-based, cognitive behavioral approach to recovery from addiction and criminality that is used in the primary treatment programs in the facilities.

The Olomana Complex, Dorm D, at the Women's Community Correctional Center (WCCC) is a 15-bed housing unit used for the Olomana Bridge Work Furlough Substance Abuse Program for female offenders. The Bridge Program provides transitional opportunities from institutionalization to pro-social community reintegration. The program participants are graduates of the Ke Alaula Therapeutic Community and Level II substance abuse services at WCCC.

In this RFP document, both of the programs at OCCC Laumaka and WCCC Olomana will be referred to as "Project Bridge".

B. Purpose or Need

The purpose of the project is to successfully reintegrate these offenders through a program that will reduce the chances of re-offending while enhancing the participants' ability to be productive members of society.

C. Description of the Goals of the Service

1. Assess clients' needs, develop and implement appropriate treatment plans and ongoing evaluation of client and family progress.
2. Provide family therapy and educational services (family systems dynamics, dysfunctional families, healthy families, domestic violence, anger/stress management, etc.)
3. Help family members address issues which may include, but not be

limited to, difficulties during the recovery process, abandonment and neglect, abuse, inappropriate or ineffective communications, marital and sibling dyad, grief and loss issues, unresolved family or individual issues including childhood trauma.

4. Family integration and support is addressed individually and in-group sessions to assist in providing the appropriate support for inmates when they are released on parole.

D. Description of the Target Population to be Served

1. Inmates with 6 months to 12 months before their tentative parole date.
2. Completion of primary (Level II or III) substance abuse treatment and the offender's willingness to participate in continuing substance abuse treatment services as evidenced by his/her history in treatment. Project Bridge staff will provide substance abuse treatment services.

E. Geographic Coverage of Service

Services will be provided at the Women's Community Correctional Center (WCCC), the Oahu Community Correctional Center (OCCC) and at the Service Provider's treatment office.

F. Probable Funding Amounts, Sources, & Period of Availability

The funding available for services under this request is estimated at \$75,000 (\$50,000 for male offenders and \$25,000 for female offenders) for the period commencing on the date indicated on the Notice to Proceed for a period of 12 months or at the end of the RSAT grant timeframe. The contract may be extended for three (3) additional twelve-month periods or fraction thereof, subject to the availability of federal funds and upon mutual agreement in writing.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation.

1. Service Provider must be a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax.
2. If a non-profit corporation, Service Provider must have a governing board whose members have no material conflict or interest and serve without compensation.

3. Service provider must have by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
4. Service provider must have a minimum of one year of successful experience in dealing with inmates and their families.
5. Service provider will be required to accept correctional clients who have been assessed by the Department as being appropriate for services, unless the service provider presents to the Department, justifiable reason that an inmate should not be accepted into the program. The Provide shall provide only those treatment services identified by the Department as required for the inmate. The Department shall have the final decision as to whether an inmate will continue to receive treatment services or be terminated from receiving treatment services.
6. To those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:
 - a. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new services, etc.)
 - b. The qualifications and experience of the organization in providing services for other related state programs in the past.
 - c. Description of the activities performed to date and accompanying statistical data.

B. Secondary Purchaser participation
(Refer to §3-143-608, HAR)

There are no planned secondary purchasers; however, after the fact secondary purchases will be allowed.

C. Multiple or alternate proposals
(Refer to §3-143-605, HAR)

Allowed ☐ Unallowed ☒

D. Single or multiple contracts to be awarded
Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

E. Single or multi-term contracts to be awarded

☐ Single term (<1 yr.) ☒ Multi-term (>2 yrs.)

Award shall be for the twelve (12) month period commencing on the date indicated on the Notice to Proceed. Refer to Section 2, Item I.F. The contract may be extended for three (3) additional twelve-month periods or fraction thereof, upon mutual agreement in writing, and subject to the availability of funds.

F. Contact Person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Ms. Terri Ohta
 Department of Public Safety
 Planning, Programming and Budget Office
 919 Ala Moana Blvd., Room 413
 Honolulu, Hawaii 96814
 Phone: (808) 587-1236
 Fax: (808) 587-1244

III. Scope of Work**A. Service Activities (Minimum and/or mandatory tasks and responsibilities)**

1. Provide family therapy and educational services (family systems dynamics, dysfunctional families, healthy families, domestic violence, anger/stress management, etc.)
2. Help family members address issues which may include, but is not limited to, difficulties during the recovery process, abandonment and neglect, abuse, inappropriate or ineffective communications, marital and sibling dyad, grief and loss issues, unresolved family or individual issues including childhood trauma.
3. Family integration and support is addressed individually and in-group sessions to assist in providing the appropriate support for inmates when they are released on parole.
4. Delivery of services by the Service Provider will be conducted at the Service Provider's treatment office, Monday through Friday, at hours (possibly including evening and weekend hours) that shall receive prior approval from the Project Bridge staff. Services shall also be provided at the Women's

Community Correctional Center (WCCC) and Oahu Community Correctional Center (OCCC).

5. Monitor inmates' compliance with their family treatment plan with Project Bridge staff so that Project Bridge staff can coordinate the inmate's treatment activities with other treatment plans. Meet weekly with Project Bridge staff to review client progress.

The Project Bridge counselors function as the case managers for their clients and monitor the inmates' development of and compliance with their furlough contracts. Family Therapy Service Providers report the inmates' compliance with their family treatment plan to Project Bridge staff so that Project Bridge staff will be able to coordinate their clients' treatment activities with their job development plan. Project Bridge staff, Family Therapy Service Providers and Job Development Service Providers attend staff meetings at least weekly to review client progress.

Within 60 days of the inmate's tentative parole date (TPD), the Project Bridge counselor will meet with the inmate to begin final planning for his/her parole. The inmate's pre-parole officer has primary responsibility for parole planning. The Project Bridge counselor will work with the inmate, Family Therapy staff, Job Development staff, and the pre-parole officer to ensure that the inmate's parole plan is supportive of his/her sobriety. The parole plan may include referral to other substance abuse services.

B. Management Requirements (Minimum and/or mandatory requirements)

1) Personnel

- a) The Service Provider and/or Sub-Provider shall notify each of its employees as well as employees of any subcontractors, who provide services to any person committed to the custody of the Director of Public Safety for imprisonment pursuant to chapter 706, including a probationer serving a term of imprisonment pursuant to section 706-624(2)(a) and a misdemeanor or petty misdemeanor sentenced pursuant to section 706-663, of the Hawaii Revised Statute, Section 707-731, Sexual assault in the second degree and Section 707-732, Sexual assault in the third degree. In addition the Service Provider and any subcontractor shall maintain a copy of the aforementioned statutes and shall maintain in each of the aforementioned employees and employees of any subcontractors' file written documentation that the employee has received notice of the statutes.
- b) Due to the offenders under this contract being under the jurisdiction of the Department of Public Safety, the Service Provider shall employ staff that is suitable to deal with these offenders. The Service

Provider shall not hire persons currently serving a criminal sentence (i.e., on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea). Any employee with a criminal history shall be subject to review and approval by the Department. The Department of Public Safety will review and agree to the employment of the service provider's staff and sub-providers, in writing. Any changes to staff and sub-providers shall be agreed in writing, by the Department of Public Safety.

2) Administrative

- a) Service provider shall operate their program in accordance with the rules, regulations, and policies of the Department of Public Safety.
- b) Service provider is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.
- c) Service provider shall comply with all codes and ordinances as required by the State of Hawaii and the City and County of Honolulu.
- d) Service provider shall describe the ability to supervise, train, and provide administrative direction relative to the delivery of services.
- e) Service provider shall maintain and show proof of a liability insurance policy of at least one million dollars.
- f) The Service Provider and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of Public Safety (PSD).
- g) The Service Provider shall notify the correctional facility's Health Care Unit in advance and obtain authorization for any medical appointments in the community for the offender. All medication prescribed for the offender must be approved by the correctional facility's Health Care Unit. The Department of Public Safety will pay for all pre-approved medical and dental services for the offender.

3) Quality assurance and evaluation specifications

The Service Provider shall provide a detailed description of its qualifications, experience, and track record in providing social services to the community in general and offender populations specifically. This section shall include:

- a. Resumes of the Service Provider's executive staff;

- b. List of experience as a service provider providing services to offenders.
- c. List of prior contracts with the public sector in providing services and discussions of any problems or difficulties encountered in prior contracts;
- d. Success service provider has had in recruiting and retaining quality staff; and
- e. Service Provider's current financial statement and any financial audits completed in the last three years.

4) Required Data Reporting (Process Data)

- a) Total number of offenders referred for treatment.
- b) Total number of offenders accepted into treatment.
- c) Number of offenders who were terminated from treatment.
- d) Number of offenders returned to general population as a result of a misconduct violation (positive urinalysis, escape etc.)
- e) Number of offenders returned to general population as a result of a criminal offense.
- f) Number of offenders who were terminated from treatment as a result on non-compliance with the treatment plans.
- g) Number of offenders who completed treatment and placed on extended furlough.
- h) Number of offenders who completed treatment and paroled.

5. Required Performance Measures (Outcome Measures)

- a) Percent of participants who have completed all requirements and expectations set forth in their individualized treatment plans.
- b) Percent of participants who remain substance free during their entire length of participation in the program.
- c) Percent of participants who are paroled or released.

6) Reporting requirements for program and fiscal data

On the first working day of each month, the service provider will be required to fax to the Substance Abuse Program Manager the monthly list of offenders they are treating by facility jurisdiction for drug testing purpose in accordance with the Department's policy and procedure COR.08.10.

Service provider will be required to submit:

- a) Program reports filed separately from billings and marked "Confidential" and forwarded to the Substance Abuse Services Branch.
- b) Monthly reports to the Department detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an Attendance Sheet that will include:
 - The date and time of each treatment service, whether completed or interrupted.
 - A roster of residents who attended each session.
 - For absent resident, whether they were excused or unexcused.
 - A signed copy of the Attendance Sheet by provider as to accuracy and authenticity.
- c) Monthly activity reports, in a format to be approved by the Department, no later than the 10th of each month.
- d) Quarterly line item expenditure reports, in a format to be approved by the Department, no later than 30 days after the close of each fiscal quarter.
- e) Report of any knowledge of criminal activity by an inmate whether potential of actual, to the Department in accordance with agreed upon procedures.

7) Pricing structure or pricing methodology to be used

Pricing shall be based on unit of service pricing structure. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.

8) Units of service and unit rate

Proposal must include a description of how each component will be integrated into the treatment services and a description of the community resources, which an inmate will be linked if applicable. Proposals must include the unit cost per hour, per inmate, per group for each component as applicable as well as the estimated number of units to be provided.

- Unit cost of assessments
- Unit cost for treatment plans
- Unit cost for individualized counseling
- Unit cost for group counseling
- Unit cost for family therapy
- Unit cost for aftercare services

Section 3

POS Proposal Application Instructions

General instructions for completing applications:

- *POS Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the POS Proposal Application should be consecutive, beginning with page one and continuing through the complete proposal.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the POS Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are encouraged to take Section 4, Proposal Evaluation, into consideration when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO Website (for the website address see the Competitive POS Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The POS Proposal Application comprises the following sections:

- *Title Page*
- *Table of Contents*
- *Background and Summary*
- *Experience and Capability*
- *Personnel: Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the State with a broad understanding of the entire proposal. Include a brief description of the applicants' organization, the goals and objectives related to the service activity, and how the proposed service is designed to meet the problem/need identified in the service specifications.

II. Experience and Capability

A. Necessary Skills and Experience

- 1) The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed services. Applicant shall provide a detailed description of its qualifications, experience, and track record in providing services in the community in general and offender populations specifically for the most recent five years.
 - a) List of experience as an agency providing family therapy and counseling;
 - b) List of experience as an agency providing services to offenders and their families;
 - c) List of contracts performed for the Department of Public Safety, if applicable;
 - d) List of other prior contracts with the public sector in providing services in general for male and female offenders specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. The Department reserves the right to contact any of the listed points of contact to inquire about the applicant's past service performance and personnel;
 - e) Success applicant has had in recruiting and retaining quality staff; and
 - f) Applicant's current financial statement and any financial audits completed in the last three (3) years.

B. Quality Assurance and Evaluation

The applicant shall describe its quality assurance and evaluation plans for the proposed services, including methodology.

C. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

D. Facilities

The applicant shall provide the address and a description of its facilities and explain the facilities adequacy in relation to the proposed services. If facilities are not presently available, applicant shall describe its plan to secure proper and adequate facilities. Applicant shall also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

A site inspection may be made prior to award of the contract to ensure that the facility (s) meets the Department's needs. Applicant shall also address the following:

Location

- 1) Is the location site suitable for treatment programming?
- 2) Is the facility location accessible?
- 3) Is there known criminal activity in the area?
- 4) Is the site in close proximity to other offender treatment programs? If so, how the service provider ensures no contact will be made with residents of neighboring sites?
- 5) Is the site co-located with other offender treatment programs? If so, how will service provider ensure there is no mingling of clients?
- 6) Will treatment services be provided on site? If not, what is the proximity of treatment services to site? How will clients move between site and treatment programs?

Physical Plant and Size

- 1) Is the facility in good condition and repair?
- 2) How well does the facility conform to the American Correctional Association's Standards for Adult Community Residential Services, Part 2, "Physical Plant, Sections B, C, D, and E?
- 3) How will service provider monitor and control ingress at the site on a 24-hour a day basis?

III. Personnel: Project Organization and Staffing

A. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

B. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience, education and professional affiliations) for staff, including executive staff, assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

- 1) List names and submit copies of resumes of all executive/administrative staff already in the employ of the applicant and/or of those likely to be hired.
- 2) List names and submit resumes of all program staff already in the employ of the applicant and/or of those likely to be hired.

C. Supervision and Training

The applicant shall describe its ability to supervise and provide administrative direction relative to the delivery of the proposed services.

Applicant shall also describe all pre-service and in-service training provided to service provider's staff, including number of training hours, and the method(s) used to evaluate the performance of service provider's staff.

D. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the POS Proposal Application.

E. Subcontractors

If subcontractor's are to be used, a statement from each subcontractor must be included, signed by an individual authorized to legally bind the subcontractor and stating:

- 1) Subcontractor's name, mailing address, telephone number, fax number, and contact person;
- 2) General scope of work to be performed by the subcontractor; and
- 3) Subcontractor's willingness to perform the work indicated.
- 4) Subcontractor's qualifications and past experience.

IV. Service Delivery

The Service Delivery Section shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules. Applicant shall include a completed description of services and activities proposed to provide a comprehensive program for male and female offenders transitioning from incarceration to the community. This section shall include, at a minimum, the following:

- 1) Program philosophy;
- 2) Program components;
- 3) Description of case management services, including record-keeping and report writing methods;
- 4) Description of how basic services will be provided;
- 5) Description of how the range of services, including elements and methods of treatment, will be provided for all of the required services;
- 6) Description of how agency will provide basic and treatment services to a fluctuating population with changing needs;
- 7) Flexibility of treatment programs; and
- 8) Description of on-site supervision of offenders.

V. Financial

A. Pricing Structure Based on Fixed Unit of Service Rate

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state-purchasing agency. The cost proposal shall be attached to the POS Proposal Application.

Pricing shall be based on a fixed unit of service pricing structure. Proposals shall include unit of cost for each component, as well as a reasonable estimate of the number of units to be provided. The pricing shall include all taxes, shall be the all inclusive cost to the State, and no other charges will be honored.

- Unit cost of assessments
- Unit cost for treatment plans
- Unit cost for individual counseling
- Unit cost for group counseling
- Unit cost for family therapy
- Unit cost for aftercare services

All budget forms, instructions and samples are located on the SPO website (see the POS Proposal Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the POS Proposal Application:

SPO-H-205, Budget
SPO-H-205A, Organization–Wide Budget By Source of Funds
SPO-H-206A, Budget Justification – Personnel – Salaries and Wages

B. Other Financial Related Materials

1) Accounting System

In order to determine the adequacy of the applicant’s accounting system as described under the administrative rules, the following documents are requested as part of the POS Proposal Application (may be attached):

Applicant’s current financial statement and any financial audits completed in the last three (3) years.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Section 4 Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of POS Proposal Application
- Phase 3 - Recommendation for Award

A. Evaluation Categories and Threshold

<u>Evaluation Categories</u>		<u>Possible Points</u>
Mandatory Requirements		Pass or Rejected
<i>POS Proposal Application</i>		100 Points
Background and Summary	10 points	
Experience and Capability	20 points	
Personnel: Project Organization and Staffing	10 points	
Service Delivery	50 points	
Financial	10 Points	
TOTAL POSSIBLE POINTS		100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

(1) *Administrative Requirements*

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)

(2) *POS Proposal Application Requirements*

- POS Application Title Page (Form SPO-H-200)
- Table of Contents
- Background and Summary
- Experience and Capability
- Personnel: Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of POS Proposal Application (100 Points)

(1) *Background and Summary (10 Points)*

- The applicant has demonstrated a thorough understanding of the purpose and scope of the service activity.
- The goals and objectives are in alignment with the proposed service activity.
- The applicant has described how the proposed service is designed to meet the pertinent issues and problems related to the service activity.

(2) *Experience and Capability (20 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

- Demonstrated skills, abilities, knowledge of, and past experience and performance on past contracts with PSD and others relating to the delivery of the proposed services as outlined in the POS Proposal Application.
- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
- Demonstrated capability to coordinate services with other agencies and resources in the community.
- Adequacy of facilities relative to the proposed services.

(3) *Personnel: Program Organization and Staffing (10 Points)*

The State will evaluate the applicant's overall staffing approach to the service that shall include:

- That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Minimum qualifications (including experience) for staff assigned to the program.
- Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart (Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks).
- Subcontractors qualifications and past experience.

(4) *Service Delivery (50 Points)*

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the POS Proposal Application.

The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

(5) *Financial (10 Points)*

Competitiveness and reasonableness of unit of service, as applicable.

Adequacy of accounting system.

Financial stability of the applicant.

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

<u>Attachment</u>	<u>Document</u>
A	Competitive POS Application Checklist
B	POS Proposal Application - Sample Table of Contents

Competitive POS Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the POS Proposal Application.

*SPO-H Forms are located on the web at <http://www.state.hi.us/icsd/dags/spo.html> Click on *Health and Human Services* and then on *Procurement Forms & Instruction for Private Agencies*.*

Item	Reference In RFP	Format/ Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
1. POS Proposal Application Title Page (SPO-H-200)	Section 1, RFP	SPO Website*	X	
2. Competitive POS Application Checklist	Section 1, RFP	Attachment A	X	
3. Table of Contents	Section 5, RFP	Section 5, RFP	X	
4. POS Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
5. Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Pre-Registered)	
6. Tax Clearance Certificate (Form A-6)	Section 1, RFP	SPO Website*	With Proposal Or Prior to Award	
7. Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website*	X	
SPO-H-205B	Section 3, RFP	SPO Website*		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
8. Federal Certification				
Debarment & Suspension				
Drug Free Workplace Requirements				
Lobbying				
Program Fraud Civil Remedies Acts				
Environmental Tobacco Smoke				
Program Specific Requirements:				
9. Certificate of Liability Insurance			With Proposal Or Upon Award	

Authorized Signature

Date

**POS Proposal Application
Table of Contents**

I. Background and Summary1

II. Experience and Capability

A. Necessary Skills and Experience2

B. Quality Assurance and Evaluation.....3

C. Coordination of Services.....4

D. Facilities5

III. Personnel: Project Organization and Staffing

A. Proposed Staffing.....6

B. Staff Qualifications7

C. Supervision and Training.....8

D. Organization Chart (Program & Organization-wide - attached)

IV. Service Delivery.....9

V. Attachments

A. Cost Proposal

1. SPO-H-205 Proposal Budget

2. SPO-H-205A Organization-Wide Budget by Source of Funds

B. Other Financial Related Materials

1. Financial Audit for fiscal year ended June 30, 2002

C. Program Specific Requirements

Federal Forms:

Debarment & Suspension

Drug Free Workplace Requirements

Lobbying

Program Fraud Civil Remedies Act

Environmental Tobacco Smoke

